

2012 TxCDBG Project Implementation Manual - Revision Highlights

- New/Revised forms will be found on website:
 - A104 Quarterly Report – added STEP certification (no separate STEP Quarterly required)
 - A201 Authorized Signatory Designation –space for signatory on requests other than draws
 - A203 Request for Payment – added match information, budget categories can be typed in
 - A1200 Project Completion Report – added HUD required information on housing rehab
 - A1011 & A1012 Section 3 Annual Report – added date executed field
 - A505 Change Order Approval – previously the “alternate” format, renumbered and tweaked
 - A600 Initial Acquisition Report, A601 Acquisition Summary Report, & A612 Acquisition Checklist – new form created and page 2 of old form renumbered to enhance acquisition review process
 - Chapter 3 forms – new forms from HUD
- Chapter 1 - Pre-agreement language has been updated
- Chapter 2
 - New Vendor Direct Deposit Form/Advance Payment Notification Authorization (Form 74-176) from Comptroller
 - First time service beneficiaries must be re-surveyed prior to construction bidding
 - Audit demonstrating financial capacity must be performed by a CPA
 - Administration Draw Threshold simplified – final 10% now one threshold instead of two
 - Construction Draw Threshold simplified
 - 5% of construction contract will be retained until the COCC & FWCR are received
 - 5% of construction budget will be retained until match documentation is received (new)
- Chapter 3 – New guidebook from HUD incorporated to streamline process
- Chapter 5
 - Change Orders will be reviewed for project eligibility, competitive procurement of new items will only be reviewed when the item is not directly related to the original construction contract
 - Clarified - Bonding Requirements
 - Clarified – if contract prices for professional services, administrative services, or materials are changed, a copy of the contract addendum must be kept in local files
 - Clarified - FIR must be submitted for subcontractors to professional/administrative contracts
- Chapter 6 – New form A600 required prior to 1st draw; Form A601 and (renumbered) A612 required prior to 1st construction draw
- Chapter 7
 - 10 Day Call to be completed by TDA Labor Standards Specialist upon request by LSO
 - FWCR/COCC to be submitted to Labor@TexasAgriculture.gov
- Chapter 9 – STEP volunteer documentation will primarily be kept in local files
- Chapter 11
 - Budget Mods may move construction funds into admin or engineering only if received prior to the final inspection date on COCC.
- Section C
 - Housing Reconstruction will not be approved
 - Soft costs limit restructured